

Administrative Assistant I



Job Code: 1073
Grade: 118
Reports to: Administrative Support Supervisor
Salary Range: \$30,021 - \$45,250
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs routine receptionist, clerical, and administrative work requiring a qualified word processor in support of an assigned division or department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification completes assignments and makes decisions regarding routine aspects of work in accordance with established policies, procedures and guidelines. Work is performed under regular supervision with responsibility for specialized clerical and administrative detail and the need for a high degree of accuracy in processing tasks. Work is reviewed by a superior through observation and review of correspondence and typewritten materials.

ESSENTIAL FUNCTIONS

Serving as receptionist and providing clerical/administrative support to an assigned division or department; typing correspondence; answering telephone; greeting the public; preparing and maintaining records and files.

EXAMPLES OF WORK

- Serves as receptionist for division or department; receives calls and callers, ascertains nature of business, directs to appropriate authority for disposition.
- Answers questions and responds to inquiries or complaints on departmental services.
- Maintains employee and personnel records, reviews records for accuracy, maintains files.
- Assists with permit and application processes, receives and processes fees.
- Maintains calendar and schedules appointments.
- Processes service requests, prepares work orders.
- Follows up on work orders to ensure proper and timely action.
- Prepares meeting agendas and information packets; records and prepares meeting minutes.
- Prepares notification letters and schedules inspections.
- Copies data for reports and prepares activity reports.
- Assists with the ordering and purchasing of goods and materials.
- Transcribes correspondence, composes routine correspondence, types a variety of reports and materials.
- Operates standard office, word, and data entry equipment.
- Processes incoming and outgoing mail.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of standard office practices, procedures, equipment, and secretarial techniques; general knowledge of business English, spelling, and arithmetic; some knowledge of the organization and functions of the office or department; ability to maintain office records and to prepare accurate reports; ability to operate a computer and word processor and to type at a reasonable rate of speed (40 wpm or

more); ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by one (1) year of progressively knowledgeable and skilled experience in the operation of a personal computer with standard software applications and in office assistance and administrative support work; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires climbing, stooping, reaching, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.